



Application for Certificate of Authorization
Exclusion for Purchases of Bibles, Song Books, and Religious Instruction Literature

Part 1 – Identification of Applicant

Please mark the box for the type of organization: ☐ Independent Church ☐ Association of Churches
 (Attach a list with names and locations of affiliated churches.)

1 Full name of organization

2a Mailing address (number, street, and room or suite number)

2b City or town, state, and ZIP

3a Location address

3b City or town, state, and ZIP

4a Name of person to contact if additional information is needed

4b Daytime telephone number

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5a Has the organization obtained exempt status from the United States Internal Revenue Service under Section 501(c)(3) of the United States Internal Revenue Code? ☐ Yes ☐ No

5b If "Yes," attach a copy of the IRS' determination letter.

5c If "No," complete Part II.

6 Federal Employer Identification Number (FEIN) (If none, complete Part II.)

7 Louisiana General Sales/Use Tax Registration Number (if any)

Under the penalties of perjury, I declare that I am authorized to sign this application on behalf of the above organization and that I have examined this application, and to the best of my knowledge it is true, correct, and complete.

Signature

Name of signer

Date

Title or authority of signer

Part 2 – Activities and Operational Information

Complete this part “only” if you responded “No” to 5a and 6, Part I.

1 Provide a brief history of the development of the organization, including the reasons for its formation.

2 Does the organization have a written creed or statement of faith? ☐ Yes ☐ No

If “Yes,” attach a copy.

3 Does the organization have a formal code of doctrine and discipline for its members? ☐ Yes ☐ No

If “Yes,” describe.

4 Describe the form of worship and attach a schedule of worship services.

5 Are the services open to the public? ☐ Yes ☐ No

If “Yes,” describe how the organization publicizes its services and explain the criteria for admittance.

6 Explain how the organization attracts new members.

7a How many active members are currently enrolled in the church?

7b What is the average attendance at the worship services?

8 In addition to worship services, what other religious services, such as baptisms, weddings, and funerals does the organization conduct?

Part 2 – Activities and Operational Information *continued*

9 Does the organization have a school for the religious instruction of the young? ☐ Yes ☐ No

10 Describe the organization's religious hierarchy or ecclesiastical government.

11 Does the organization have an established place of worship? ☐ Yes ☐ No

If "Yes," provide the name and address of the owner or lessor of the property and the address and a description of the facility.

If the organization has no regular place of worship, state where the services are held and how the site is selected.

12 Will any funds or property of the organization be used by any officer, director, employee, minister/pastor for his or her personal needs or convenience? ☐ Yes ☐ No

If "Yes," describe the nature and circumstances of such use.

Please return the completed application to the following address:

Department of Revenue
Sales Tax Division
P.O. Box 3863
Baton Rouge, LA 70821-3863

Telephone: (225) 925-7356